



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK
SENIOR EXECUTIVE SERVICE CAREER OPPORTUNITY

ANNOUNCEMENT NO.: 2007-004SM

OPENING DATE: FEBRUARY 13, 2007
CLOSING DATE: MARCH 13, 2007
(APPLICATION MUST BE RECEIVED BY THE CLOSING DATE.)

POSITION: Chief Counsel, ES-905
(between \$111,676 and \$154,600 per annum)

LOCATION: Office of General Counsel
Office of the Assistant General Counsel (Enforcement & Intelligence)
Office of the Chief Counsel, Financial Crimes Enforcement Network
Vienna, Virginia

AREA OF CONSIDERATION: All Sources (Candidates who do not submit the information required in the "HOW TO APPLY" section will not receive consideration.)

NOTE: This position has been designated as a Career Reserved SES position and will be filled on a career basis. Office of Personnel Management approval and a probationary period will be required for any candidate who does not have SES career status. Additionally, the individual selected will be subject to the necessary security investigation for a critical sensitive position and reporting requirements of the Ethics in Government Act of 1978.

DUTIES: This position is the chief legal officer of the Financial Crimes Enforcement Network (FinCEN), and head of FinCEN's Office of the Chief Counsel, an office within the Department of the Treasury's Legal Division, consisting of approximately twelve lawyers and an administrative assistant. FinCEN's mission is to safeguard the financial system from the abuses of financial crime, including terrorist financing, money laundering, and other illicit activity. The incumbent directs the activities of the Office of the Chief Counsel in order to provide complete, sound and timely legal counsel to the Director and other FinCEN officials on legal matters pertaining to all aspects of FinCEN's mission, including the administration of the Bank Secrecy Act, providing support to law enforcement and regulatory and supervisory authorities, ensuring cooperation with counterpart financial intelligence units, and supporting all other facets of FinCEN's operations. In addition, the Office of the Chief Counsel represents FinCEN in administrative proceedings and assists in representing FinCEN's interests in matters before the

Federal courts.

While working on a daily basis with the Director and other senior FinCEN officials, the Chief Counsel reports to and is subject to the general supervision of the Assistant General Counsel (Enforcement & Intelligence), within the Treasury Department's Office of General Counsel.

Principal responsibilities are the following:

- Ensures the timely and proactive provision of sound legal advice necessary for the proper execution of FinCEN's mission as a Treasury Department Bureau. Manages the work of a Deputy Chief Counsel, a professional staff of attorneys, and administrative personnel. Fosters and maintains good working relationships and ensures a timely response to client requests for legal and business advice, either directly or through appropriate delegation with corresponding supervision. Reacts to changing priorities, and also anticipates, identifies and informs clients of legal issues that may arise in the context of specific matters. As requested by the Director, provides advice on broader policy implications related to the achievement of FinCEN's mission.
- Oversees the Office's performance of legal research and the provision of legal and practical conclusions in the form of oral advice, briefings, presentations, and legal decision memoranda on many fields of law including: the Bank Secrecy Act; the detection and prevention of money laundering; countering the financing of terrorism; financial intelligence; financial criminal activity; national security law; contracts; appropriations and fiscal law; ethics; conflicts of law; Federal preemption of State law; the Freedom of Information and Privacy Acts; the Federal Tort Claims Act; the Administrative Procedure Act; administrative law; personnel, labor relations and equal employment opportunity (EEO) laws; procurement; and constitutional law. Such legal analysis and advice often will provide the legal basis for decisions by senior FinCEN and Department officials.
- Represents the Office and, when requested, FinCEN or the Department, in discussions, conferences and meetings with financial industry representatives or their legal counsel, regulatory and supervisory organizations, representatives of other agencies or State and local or law enforcement authorities, foreign governments and financial intelligence units, professional associations and other groups as well as before administrative, judicial or Congressional proceedings. Many of these meetings may occur in unstructured settings and require flexibility of approach and skills in negotiating, on a broad range of subject matters.
- Prepares or reviews proposed legislation, regulations and policy issuances to ensure they conform to the substantive laws that they are intended to implement or interpret.
- Reviews, negotiates and ensures the proper legal bases for obtaining and sharing financial intelligence and others records, data and information.
- Provides legal advice related to litigation involving FinCEN or related to FinCEN's work, including coordination with the Department of Justice. Negotiates or mediates constructive solutions to complex and contentious issues.

- Manages personnel, administrative and budgetary responsibilities for the Office, including the hiring of new staff in consultation with the Assistant General Counsel (Enforcement & Intelligence). Promotes the training and professional development of attorneys and paralegals.
- Oversees the provision of ethics advice and, as required, serves as the Ethics Officer.

For further information regarding FinCEN, please visit its website at www.fincen.gov.

HOW TO APPLY: Applications will be accepted from all qualified candidates within the area of consideration. Applications received under this announcement will not be returned. Please do not submit any original documents you will need for your personal records. Forms to complete include:

1. REQUIRED - Application for Federal Employment

You may apply for this position by submitting any one of the following. However, your application, regardless of the format, must describe your job related qualifications pertinent to this position. The announcement number must be entered on the first page of your application.

- A) A resume must include the information cited in the Office of Personnel Management (OPM) brochure OF-510, Applying for a Federal Job. This brochure is available from OPM's website (www.opm.gov);
- B) OPM's Optional Application for Federal Employment, OF-612;
- C) A completed Standard Form 171 (Application for Federal Employment); or
- D) Any other written format that includes the information cited in OPM brochure OF510.

2. REQUIRED - Candidates must submit a supplemental statement giving specific examples of their experience, education, and accomplishments for the "Mandatory" Professional/Technical Program Qualifications and if applicable, the "Mandatory" Executive Core Qualifications. It is suggested that each ECQ be written on a separate page and be kept to no more than 1 to 1-1/2 pages each. (NOTE: SES members and candidates who have been OPM/QRB certified are not required to provide information on the Mandatory Executive Core Qualifications).

Candidates should consult the OPM Guide to Senior Executive Service Qualifications (available through <http://www.opm.gov/ses/qualify.asp>) for guidance in writing supplemental statements regarding their Executive Core Qualifications. Candidates should use a similar format and style for writing supplemental statements regarding their Professional/Technical Program Qualifications.

A good competency-based executive qualifications statement should include the following

elements: (a) a brief summary of your executive experience; (b) two or three examples of relevant experience; and (c) description of experience in terms of the challenge presented, the context in which it was accomplished (e.g., the individuals and groups you worked with and the environment in which you worked), and the accomplishments-- including specific examples of results.

QUALIFICATION REQUIREMENTS: A candidate's experience must have been at a sufficiently high level of difficulty to show clearly that the candidate possesses the professional and technical, as well as program knowledge, skills, and abilities outlined under **PROFESSIONAL/TECHNICAL QUALIFICATIONS AND EXECUTIVE CORE QUALIFICATIONS**. Candidates must hold a degree from an accredited law school, and be licensed to practice law, a member in good standing of the bar of the licensing state, and qualified to practice before the highest court of the licensing state. Candidates must have one year of experience as an attorney at the GS-15 (or equivalent) level of difficulty in the Federal service or private sector, dealing with legal issues.

A. PROFESSIONAL/TECHNICAL PROGRAM QUALIFICATIONS-MANDATORY ESSENTIAL:

1. The ability to motivate and oversee a professional staff in the production of timely, sound legal advice, and an ability to clearly and convincingly argue and communicate such advice in both oral and written form. (In their responses, candidates should include a description of any relevant experience managing other legal professionals.)
2. An ability to work cooperatively with others in fostering good working relationships with clients as well as with counterparts at other governmental agencies, in particular with law enforcement and regulatory and supervisory organizations.
3. Some knowledge of the Bank Secrecy Act.
4. Broad knowledge of administrative law and general legal principles, and specific experience in one or more additional areas of the law relevant to the position's responsibilities (e.g., enforcement, compliance, litigation, financial regulation, criminal law, contracts, federal procurement, federal ethics law).

DESIRABLE:

5. An understanding of FinCEN's activities and its relation to the broader missions of the Treasury Department, and/or its support of law enforcement activities and regulatory and supervisory authorities.
6. Some understanding of financial transactions and/or supervision of financial institutions.

B. EXECUTIVE CORE QUALIFICATIONS - MANDATORY

The Office of Personnel Management has identified five Executive Core Qualifications (ECQs) that are designed to assess executive experience and potential. The ECQs measure whether an individual has the broad executive skills needed to succeed in the SES. Candidates must demonstrate executive experience in all five ECQs (SEE HOW TO APPLY SECTION).

(1) **LEADING CHANGE.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision.

(2) **LEADING PEOPLE.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building.

(3) **RESULTS DRIVEN.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.

(4) **BUSINESS ACUMEN.** This core qualification involves the ability to manage human, financial, and information resources strategically.

Leadership Competencies: Financial Management, Human Capital Management, Technology Management.

(5) **BUILDING COALITIONS / COMMUNICATION:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating.

OTHER APPLICATION INFORMATION: Please include a list of three references from persons who are familiar with the candidate's work and skills relevant to the position. Unless otherwise indicated by the candidate in the application, no references will be contacted without

prior notification to the candidate.

Please be aware that the best-qualified candidates may be requested to provide one or more writing samples for further consideration. Such materials should not, however, be included as part of the initial application process, and any documents other than those specified in this section will not be accepted and will not be forwarded to the Executive Resources Board. Please do not attach position descriptions, award certificates, personal endorsements, pictures, etc. Materials submitted as part of your application will not be returned.

BASIS FOR EVALUATION: You will be evaluated on the basis of the quality and extent of your total accomplishments, experience and education. An Executive Resources Board will evaluate your application to determine the degree to which you meet the qualification requirements for this position. The Board will refer the top candidate to the selecting official for consideration. In most cases, an individual's executive qualifications must also be certified by a Qualifications Review Board as a prerequisite to final selection.

NOTE: Candidates who fail to submit all of the **REQUIRED** information and documents **WILL NOT** receive consideration for the position.

WE WILL ACCEPT YOUR APPLICATION BY MAIL, FAX OR EMAIL. REGARDLESS OF HOW YOU SUBMIT YOUR APPLICATION, APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

Please mail applications to:

Department of the Treasury
Departmental Offices
Office of Human Resources
1500 Pennsylvania Avenue, NW, Room 1445
Washington, DC 20220

If you prefer to fax your application, the fax number is 202-622-2626.

If you prefer to email your application, the email address is stephanie.marshall@do.treas.gov

OFFICE OF HUMAN RESOURCES CONTACT: Stephanie Marshall, 202-622-2514

CONDITIONS OF EMPLOYMENT:

The selectee will be subject to the necessary security investigation.

Candidates being considered for appointment will be required to submit a Declaration for Federal Employment.

Male candidates born after December 31, 1959, will be required to complete a certification

document confirming their selective service status.

The selectee will serve a one-year probationary period unless he/she has previously successfully completed a one-year probationary period in the Senior Executive Service.

The selectee will be required to file a financial disclosure statement in accordance with the Ethics in Government Act of 1978.

Selectee is subject to a requirement of the Department of the Treasury to undergo a pre-appointment tax check.

Selectee must complete a drug test and, thereafter, be subject to random drug testing.

Limited travel may be required.

Relocation expenses may be paid.

Executive Branch agencies are barred from accepting or considering prohibited recommendations and are required to return any prohibited political recommendations to the sender.

***ALL CANDIDATES WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION, LABOR ORGANIZATION AFFILIATION/NO AFFILIATION/GENETIC INFORMATION, MARITAL STATUS OR PARENTAL STATUS.**